



## Chinook Arch Library Board Meeting Minutes

Thursday, August 3, 2023  
Meeting 6:00pm  
Chinook Arch HQ/via Zoom

### Agenda

**1) Approval of Agenda**

A few items were added to the agenda under "Other Business." T. Miyanaga moved the agenda as amended. D. Cox seconded. *Carried.*

**2) Consent Agenda:**

D. Logan moved acceptance of the Consent Agenda as distributed. D. Glavin seconded. *Carried.*

**3) Items for Decision:**

a. Year-to-Date Financial Statements

J. Monteith reviewed the year-to-date financial statements. An increase in funding has helped to keep Chinook Arch in a surplus situation, despite there being no increase in the System levy for 2023. Spending and revenue remain on track with no significant or unexpected variances. R. Hepher noted that the funds spend on the new library websites are already paying dividends, with the libraries now feeling much comfortable using their site to promote programs and events.

J. Monteith moved that the 2023 Year-to-Date Financial Statements be received for information. D. Logan seconded. *Carried.*

b. Policy Review:

i. Workplace Violence and Harassment

The board reviewed the policy, which contains mostly wording and housekeeping changes. J. Monteith moved approval of the updated policy. T. Miyanaga seconded. *Carried.*

ii. Board Meetings

Language around remote attendance at meetings has been updated to reflect practice. A remote attendance option for board meeting has become standard practice rather than an exception, so the policy is updated to reflect this. D. Christensen moved approval of the updated policy. T. Campbell seconded. *Carried.*

iii. Bylaws

The board reviewed the Bylaws, which are a set of policies that govern

the use of the Chinook Arch facility and resources. Language is updated to reflect current terminology in Alberta's public library sector, and explanations are added to clarify the meaning of some abbreviations.

D. Christensen moved approval of the updated policy. A. Michaelis seconded. *Carried.*

c. 2022 Plan of Service Report to the PLSB

Like all library boards in Alberta, Chinook Arch must report periodically on its Plan of Service. Alberta library systems are required to report at least every three years, but since Chinook Arch develops a four-year Plan of Service, this report is only for the final year of 2019-2022 planning cycle. The report highlights the System's accomplishments in the areas of need identified during the development of the Plan. Once approved, the report will be forward to the Public Library Services Branch of Alberta Municipal Affairs.

J. Monteith moved approval of the 2022 Plan of Service report to the PLSB. C. Walk seconded. *Carried.*

d. Resource Sharing Agreement

Since its inception, Chinook Arch has been party to a resource-sharing agreement with the City of Lethbridge Library Board. This agreement outlines the ways in which Chinook Arch and the LPL will work together to provide services to the other Chinook Arch member libraries and their patrons. The agreement allows for a cash transfer from Chinook Arch to LPL in acknowledgement of the LPL's significant contribution to the System in terms of its collections, programming, and expertise. The agreement was renegotiated in 2014, and has not changed much since that time. The agreement is to be reviewed every 2 years by both Chinook Arch and the Lethbridge boards.

R. Gorzitza moved approval of the Resource Sharing Agreement. T. Miyanaga seconded. *Carried.*

#### 4) Other Business

a. Staffing Update

R. Hepher mentioned that Associate Director Lisa Weekes has resigned her position and has taken a job with UBC Okanagan in Kelowna. Lisa's contributions to Chinook Arch cannot be overstated. Her fundraising acumen and ability to develop and oversee programs has had a remarkable impact on Chinook Arch and its members. V. Mensch acknowledged Lisa's significant contribution to the System and offered his thanks of behalf of the Board.

b. ALTA Report

D. Logan, Chinook Arch's representative on the Alberta Library Trustees Association board, provided an update on the organization's activities. Trustee education webinars have been offered through the spring, and the recordings are available on the ALTA website, along with other resources for library trustees. There is also talk of bringing back an ALTA convention. There will be a trustee component at the Stronger Together conference in Edmonton in the fall, but there is a need for something more accessible for those in the south.

c. Casino

M. Logan mentioned that the Friends of Chinook Arch Library Society is having a casino on August 15 and 16, 2023. All of the volunteer slots are filled. Marie asked about hosting a future casino on a Sunday. No significant objections were raised.

d. Elections

Chair V. Mensch reminded the assembly that the position of Chair will be up for election at the December meeting, and that member may also wish to consider putting their names forward for a position on the Executive Committee or one of the other standing committees. Members of the Nominating Committee will be reaching out to board members later in the fall.

5) Next Meeting

- System Board: Thursday, December 7, 2023

6) Adjournment

R. Gorzitza moved adjournment at approximately 7:20pm.

Attendees:

Present

Arrowwood – Corry Walk

Barons – Ron Gorzitza

Cardston – Marsha Jensen

Coutts – Stephen Pain

Crowsnest Pass – Doreen Glavin

Fort Macleod – Jim Monteith

Hill Spring – Suzanne French

Lethbridge County – Tory Campbell

Lomond – Marie Logan (Vice Chair)

Magrath – Darryl Christensen

Milk River – Anne Michaelis

Nanton – Amanda Bustard

Pincher Creek – Mark Barber

Pincher Creek MD – Dave Cox

Stavely – Chelsey Hurt

Taber MD – Tamara Miyanaga

Vauxhall – Marilyn Forchuk

Vulcan County – Doug Logan

Ministerial Appointment – Vic Mensch (Chair)

Regrets

Claresholm – Kelsey Hipkin  
Coaldale – Jordan Sailer  
Picture Butte – Theresa Feist  
Raymond – Kelly Jensen  
Stirling – Gary Bikman  
Taber – Monica McLean  
Vulcan – Debra Wyatt  
Willow Creek MD – Maryanne Sandberg  
LPL Resource Centre – Brendan Cummins

Absent

Barnwell – Jane Johnson  
Carston County – Tom Nish  
Coalhurst – Lyndsay Montana  
Glenwood – Linda Allred  
Lethbridge – Robin Harper  
Milo – Christopher Northcott  
Nobleford – Melissa Jensen  
Warner – Derek Baron  
Warner County – Morgan Rockenbach  
ID #4 Waterton – Leslie Little